

RESUME – WORK EXPERIENCE

RUBY LATHA

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PROFILE :

- Organized and driven with the innate ability to stay on task.
- Hard working, self-motivated and goal-oriented with a high degree of flexibility, commitment, creativity, optimism and resourcefulness.
- Ability to learn new concept and technology within a short span of time.
- Uses effective and efficient methods of teaching whilst focusing on the individual needs of each student.

Teaching Statement :

I am an instructor because I want to change the world. One of my major motives of being an instructor is to enrich a student's life. I recognize that understanding, patience, and compassion are very much essential to this profession, which I am whole-heartedly prepared to provide. My experiences have taught me a great deal of discipline and time management, which is essential in teaching profession.

Teaching is a highly individualized activity. Keeping students engaged with a positive attitude, explaining complex ideas in simple ways, being organized, having a plan for what to be taught, being patient and fair. One of the key Teaching Strategy is to encourage students of mixed abilities to work together by promoting small group or whole class activities which develops self – confidence as well as enhances their communication and critical thinking skills.

Working at Jazan University gave me valuable experience of being a member of the **EEC**, member of the **Teaching and Learning Unit**. I believe that I possess insight and determination that I offer to my students. I have been successful in establishing a good rapport with the students, co-workers and peers and will continue to be so.

Work Experience :

2013 September till current date - Jazan University, Jazan, Saudi Arabia.

Position : Language Instructor

- Played a vital role in English Language Institute as a Member of **Examination Evaluation Committee (EEC)**
- Conducted **English Clubs**
- Member, **Electronic Resources Development Team – (E-book) - 2021**
- Presented **PPT on Grammar - Clauses**
- Attended various **workshops** conducted by ELI
- **Exam writer – 2021**
- **Presenter - Training Session on Listening Skills in Student Activities Unit – 2022**
- **Conducted Workshop** on International Certified English Courses and their Future Prospects
- **Conducted Workshop** on Listening Comprehension Skills in Students' Unit
- **'We care classes'** for low performers – till date
- **Ambassador's Initiative, Member – 2021 till date**
- **Course Coordinator – Course report 2021 till date**
- **Placement Committee, Member – 2022**
- **Students' Assignment Unit – Member - 2022**
- **Teaching and Learning Unit – Pre-Intermediate & Intermediate : Sub unit–Head–2022 till date**

**2011 June–2013 August – Hiremalur Ishwaran Pre University Science College, Dharwad,
Karnataka, India.**

Position : Lecturer

- Head of English Department.
- Participated in ongoing staff training sessions.
- Member of Examination Committee.
- Served as a teacher for reading room classes.

**2009 February–2011 May – Fatima Degree College (BBA, BCA and B.COM), Hubli,
Karnataka, India.**

Position : Lecturer

- Conducted classes for BBA, BCA and B.COM students.
- Volunteered the students for business fests.
- Employed assessment tools and proactive strategies to improve instruction methods.
- Attended workshop on “ Capacity Building of Women Managers” sponsored by University Grants Commission at J.S.S College, Dharwad, Karnataka, India.
- Attended UGC sponsored One Day State Level Seminar on “Innovative Methods of Teaching Grammar”

2008 June-2009 April – V.S Pillay English Medium School, Hubli, Karnataka, India.

Position : Teacher

- Organized parent-teacher conferences to maximize student learning opportunities and develop forward-thinking plans to correct ongoing issues.
- Facilitated activities that developed students’ physical, emotional and social growth.

**2007 June-2008 May- St. Joseph College of Social Work and Pre University College, Dharwad,
Karnataka, India.**

Position : Lecturer

- Conducted classes for Pre University College as well as for BSW (Bachelor of Social Work)
- Conducted small groups and individual classroom activities with student based on differentiated learning needs to ensure all students are learning at full potential.
- Attended “Remedial Course in English Grammar and Phonetics” conducted in the department of English, Karnatak University, Dharwad, India.

Educational Qualification :

Education	Institution / Board / University	Year of Passing
Passed IELTS	Saudi British Centre for Education and Development	2020
Master of Philosophy (M.Phil.)	Karnatak University Dharwad, India	2008
Post Graduation in English Literature (M.A)	Karnatak University Dharwad, India	2007
Bachelor of Arts (B.A) i) Basic English ii) Additional English iii) Optional English iv) Optional History & Archlg. v) Optional Psychology	S.J.M.V.S Women's College, Hubli, India	2005
P.U.C	S.J.M.V.S Women's College, Hubli, India	2002
S.S.L.C	Convent High School, Hubli, India	2000

Declaration :

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 25.08.2023

Place : Jazan, Saudi Arabia.

Ruby Latha

